



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: September 21, 2006

POSITION: Office Technician (Typing) Permanent Intermittent or
Office Assistant (Typing) Permanent Intermittent

Position Action #67-101

SALARY: \$2510 – 3050 Office Technician (T)
\$2003 – 2435 Office Assistant (T) Range A
\$2172 – 2641 Office Assistant (T) Range B

LOCATION: Oxnard Office of Appeals
2220 East Gonzales Road, Suite 200
Oxnard, CA 93036-8294

POSITION DESCRIPTION:

Under general supervision, performs complex clerical work, which includes general typing and other work as required. The position requires a high degree of initiative, independence and originality involving a wide variety of responsibilities, involving thorough knowledge of the appeals process and Employment Development Department (EDD) procedure.

- Answers telephone calls, receives and refers parties/visitors, and provides factual information to the public within specific subject matter areas and, following definite guidelines, properly documents daily ALJ docket by annotating parties present for hearings.
- Reviews and processes Board appeals in a timely manner.
- Uses computer to create form decisions, standard letters and legal documents, responds to EDD e-mail, taking appropriate action as required, inputs/retrieves information.
- Mails Notices of Hearing and/or ALJ decisions.
- Duplicates hearing tapes; files and maintains Law Library; files and/or purges closed cases.
- Performs other clerical work as required.

WHO SHOULD APPLY:

Persons who are reachable on the current CUIAB Office Technician (Typing) list or who are currently in the class of Office Technician (Typing), or Office Assistant (Typing) or other classes within transfer range. SROA and surplus employees will be given first consideration.

SUBMIT APPLICATION

(Form 678) to: CUIAB, Administrative Services
Attn: Ingrid Azvedo, Human Resources Analyst
2400 Venture Oaks Way, Ste. 400, Sacramento, CA 95833

CONTACT: For more information about this position, contact:
John Zinto, LSS II
Phone: (805) 485-5389

FINAL FILING: September 27, 2006

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